



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Accountant
3	Posting Number	PN# 107046
4	Department	Houston Airport System
5	Division	Finance
6	Section	Various *
7	Reporting Location	16930 John F. Kennedy Blvd.*
8	Workdays & Hours	Varied, normally M – F *
		*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs professional Accounting duties of moderate difficulty in the establishment and maintenance of accounts and records; prepares, researches, and analyzes accounting data; prepares intermediate level reports and financial statements; follows city-wide and departmental accounting procedures, directives, and guidelines in researching and analyzing financial data and account status; and prepares a variety of accounting reports. Prepares asset, liability and capital account entries by compiling and analyzing account information. Prepares financial statements and/or special reports by preparing balance sheets and income statements and reports; collects, analyzes, and summarizes account information and trends. Reviews daily cash transactions for accuracy; balances accounts to appropriate funds; reconciles and/or makes corrections. Prepares journal document entries to transfer, adjust and/or correct computerized accounting records. Audits cash receipts and/or refunds issued. Performs related work as required.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe colors and differentiate details; attend to details amid distractions; analyze abstract information; solve arithmetic and numerical problems; speak and write effectively; apply specialized information; adjust to critical and demanding work; be able to lift up to twenty (20) pounds; adjust to interruptions and changes; drive city vehicles; and deal with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 18 hours in Accounting.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience as an Accountant Associate or a professional accountant is required. Professional accounting experience may substitute for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in governmental accounting and/or SAP accounting systems. Strong personal computer skills with good working knowledge of Windows based standard office applications, including Excel and Access.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 17
\$1,345.00 - \$1,522.00 Biweekly \$34,970.00 - \$39,572.00 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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